



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

FINANCE, PERSONNEL & SAFETY COMMITTEE

Markesan City Hall

January 2, 2024

Immediately following Public Property & Health meeting

AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Police Report & Schedule

- SUV Repairs
- Purchase Policy Update
- Vacation Carry Over

New Business

- Discussion and Action on the 2024 HUB/EMC Liability Insurance Premium

Old Business

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: City Hall
ERGO Bank Post Office
www.markesanwi.gov

Dated December 29, 2023
Elizabeth Amend, Clerk-Treasurer



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

Markesan Police Department
William A. Pflum, Chief of Police

Finance, Personnel and Public Safety Committee

Presented on January 2, 2024

December 2023

Agenda:

**SUV Repairs
Purchase Policy Update
Vacation Carry Over**

Appendix:

SUV Repairs and Durango Update

This department in the month of November had to quickly have a repair done as the SUV was displaying a low oil pressure warning. This department still didn't have the Durango back at the time and needed to take it out of service until this was addressed.

The issue was a faulty oil pressure switch, this department believed the repair would be under \$500 dollars but there was a discovery of a faulty belt as well during the repair so that was addressed as well bringing the total to \$515.

The Durango is now in service and has had all the warranty work completed so it is now in full operation and is being used daily by this department.

Update on the Purchase Policy

This department would like to ask this committee to review and update the current purchase policy. In 2016 the current purchase policy was drafted and adopted. In that policy it states that department heads can approve purchases not to exceed the budgeted amount for a particular purchase and that the total must not exceed \$500.00.

Purchases that are budgeted for above \$500 must gain approval by either Committee or Council.

As we all know what \$500 dollars could purchase in 2016 is much different in 2023.

This department looked at what other local communities have for purchase policies. Green Lake and Princeton for example if it is a budgeted purchase doesn't need committee approval unless the purchase price is over a set amount. In Green Lake approval isn't needed unless it reaches \$5,000 dollars. In Princeton it is \$3,000 dollars.

This department is asking that the amount department heads can approve be adjusted, if the purchase is budgeted, this department feels department heads should be allowed to approve purchases up to \$1000 dollars. This helps approve the efficiency of services, allows for issues to be taken care of in a quick and efficient manner without burdening the clerk's office with additional agenda items and stream lines committee meetings.

Vacation Carry Over

This department apologizes, there was a slight error in calculations in remaining time off made within this department and Chief Will Pflum actually will have 10 extra vacation hours above what is approved to be carried over in 2024 per our employee handbook.

This department is asking that you allow Chief Pflum to carry over the additional 10 hours of vacation with the understanding that he must use the extra 10 hours by March 1st or he will lose that time.

2024 Property/Liability Insurance

Premium Summary

Description Of Coverage	Expiring Premium	Proposed Premium
Property	\$ 21,260	\$ 25,010 \$24,730
Inland Marine	\$ 1,200	\$ 1,318
Crime	\$ 180	\$ 197
General Liability	\$ 3,341	\$ 3,567
Business Auto	\$ 8,497	\$ 8,968
Linebacker <i>Muni-Employees Liab</i>	\$ 3,790	\$ 4,679
Law Enforcement Liability	\$ 3,504	\$ 4,316
CyberSolutions	\$ 186	\$ 186
Workers' Compensation	\$ 12,728	\$ 11,776
Umbrella	\$ 1,394	\$ 1,394
Total Estimated Annual Premium*	\$ 56,080	\$ 61,444 \$61,131

*All quoted premiums are annual estimates and may change due to year end audits or mid-term policy changes.

**Carrier may apply a short-rate penalty should you request a policy be cancelled mid-term.

City Share = \$40,729.15

Budgeted → \$42,022.00